

**TRANSPORTATION DEPARTMENT  
CONFLICT OF INTEREST CODE**

R-314537  
Date of Final Passage: 12/13/2022

**APPENDIX A  
DESIGNATED POSITIONS**

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
<b>ADMINISTRATION &amp; RIGHT-OF-WAY COORDINATION</b>		
Director and Assistant Director	Administer the Transportation Department.	1
Deputy Director (Right-of-Way Coordination)	Prepares and administers budgets for undergrounding of utilities and transportation projects; manages the daily operations of the Division; approves and/or recommends financial decisions regarding construction/engineering/consultant contracts, and procurement of materials and equipment; and formulates policies that impact public and private utilities.	1
Deputy Director (Fiscal & Administrative Services)	Oversees the Department’s budget, finance, information technology and administrative functions, and recommends financial decisions Department-wide.	1
Utilities Undergrounding Program Assistant Deputy Director	Reviews and evaluates agreements for professional/technical services related to the City’s Utility Undergrounding Program; approves procurement of materials; approves contract payments; reviews and approves technical reports and studies received from utilities; represents the City at meetings with consultants, participating utilities, and community groups; prepares recommendations to City Council and Mayor for approval of utility undergrounding projects; and formulates policies that impact public and private utilities.	1
Administrative Services Program Manager	Oversees the Department’s administrative functions; implements policies aimed at streamlining the hiring and onboarding processes within the Department; monitors and coordinates training programs, employee performance reviews, fact-finding investigations, and discipline; ensures adherence to City policies, procedures, and guidelines for discipline; monitors the Employee Satisfaction Survey results; and oversees and manages the Department’s Rewards and Recognition Program.	2
Customer Advocate Program Manager	Implements policies and procedures aimed at enhancing customer service; manages customer services issues related to right-of-way infrastructure maintenance requests; and recommends policy and process changes to ensure performance measures and customer needs are met.	2
City Forester (Program Manager)	Administers grants; negotiates and administers agreements and contracts for tree-related services; recommends service levels and budgets for the City Forestry Program; and oversees tree planting programs.	2
Supervising Management Analyst	Supervises assigned Divisions’ finance, budget, and administrative functions.	2

Senior Engineer-Civil	Reviews and evaluates agreements for professional/technical services related to the City’s Utility Undergrounding Program; approves procurement of materials; approves contract payments; reviews and approves technical reports and studies received from utilities; represents the City at meetings with consultants, participating utilities, and community groups; and prepares recommendations to Council and Mayor for approval of utility undergrounding projects.	2
Associate Engineer-Civil	Performs complex engineering project design work and research analysis; programs projects for future funding; plans and supervises the work of professional engineers and technical staff, planning engineering or related work; prepares and presents technical reports to other agencies, community groups, or other groups; estimates the cost of future projects; and prepares preliminary roadway layout designs and roadway alignments for feasibility and future capital improvement projects (CIP).	2
Information Systems Analyst IV	Reviews and evaluates requests to automate manual procedures; defines user requirements; prepares cost/benefit analyses for new systems to be developed; justifies and prioritizes new systems development for software and hardware; provides technical interpretation to Department staff and private vendors, including consultants; and prepares, monitors, and analyzes the Department’s data processing budget.	2
Horticulturist	Assists in developing City policies and ordinances on street tree plantings and removals; provides staff support; develops requirements and specifications for tree trimming and removal; evaluates trees health and stability; supervises contractor’s work; researches and evaluates methods of reducing or preventing damage to public improvements by trees and other plantings; develops tree planting programs that include obtaining grant funding; and reviews locations to determine best method to retain trees while protecting the public improvements (e.g., sidewalks & curbs).	2
<b>TRANSPORTATION ENGINEERING</b>		
Deputy Director	Administers and manages the daily operations of the Division., including contract preparation, consultant management, contract administration and payment approvals, material approvals, and CIP approvals; develops and manages the CIP for the Division. Designated Deputy City Engineer responsibilities, and management.	1
Transportation Engineering Program Manager	Provides technical and management support to the Transportation Engineering Division; reviews and evaluates agreements for professional services and contracts; provides oversight and management of Vision Zero and Bicycle Master Plan activities; provides oversight for CIP planning; and provides oversight in monitoring and reporting of the performance goals and objectives of the Division.	2

Senior Engineer-Traffic	Oversees the transportation engineering operations; supervises the design and checking of plans and specifications for transportation related infrastructure such as signals, streetlights, etc. Designated Deputy City Engineer responsibilities.	2
Associate Engineer-Traffic	Oversees the operation and design of the City's transportation system; conducts complex traffic studies; develops the transportation circulation element of community plans; performs traffic investigations for signage, striping, signalization, parking, and other modifications to streets; performs traffic studies for bikes, pedestrians, transit, and automobiles; programs projects for future funding; prepares and presents technical reports to other agencies, community groups, or other groups; and oversees transportation improvement projects through design and construction.	2
Associate Engineer-Civil	Performs complex engineering project design work and research analysis; programs projects for future funding; plans and supervises the work of professional engineers and technical staff, planning engineering, or related work; prepares and presents technical reports to other agencies, community groups, or other groups; estimates the cost of future projects; and prepares preliminary roadway layout designs and roadway alignments for feasibility and future CIP.	2

**STREET**

Deputy Director	Administers and manages the daily operations of the Division; approves and/or recommends financial decisions regarding construction and/or engineering contracts, procurement of materials, and equipment; negotiates and/or administers agency contracts; administers grants; prepares and administers resurfacing contracts and consultant contracts; and prepares operations & maintenance and CIP budgets.	1
Street Operations Assistant Deputy Director	Oversees and manages the asset management and engineering functions of the Street Division; reviews and evaluates agreements for consulting services; negotiates and/or administers agency contracts; develops and administers policies and programs for the Division such as the long-range operational needs, asset management, and the management of engineering and litigation functions; leads the development of the funding requirements to manage the Division's assets; monitors the improvement of surface assets such as street pavement, sidewalks, and traffic signals; ensures that the progress of programs is appropriately tracked and reported to the Mayor, City Council, and other stakeholders; and leads policy discussions related to these programs.	1

Street Operations Program Manager	Provides financial, technical, and management support to Street Division; reviews and evaluates agreements for professional services; negotiates and/or administers agency contracts; makes recommendations for financial decisions for the Division's operation & maintenance and CIP budgets; and oversees and monitors the performance goals and measures.	2
Associate Engineer-Civil	Represents the City in meetings with citizen groups, architects, engineers, contractors, other City Departments, and other governmental agencies; supervises the preparation of and/or approves all documents, plans, specifications, bidding procedures, and contract awards; and responsible for contract payments and management.	2
Public Works Superintendent	Represents the City in meetings with citizen groups, architects, engineers, contractors, other City Departments, and other governmental agencies; and responsible for material purchases and selection of materials used in maintenance operations.	2
Senior Engineer-Civil	Reviews and evaluates agreements for professional/technical services; approves procurement of materials; approves contract payments; reviews and approves technical reports and studies; supervises the preparation of and/or approves documents, plans, specifications, bidding procedures, and contract awards; and responsible for contract payments and management.	2
Safety & Training Manager	Responsible for safety material purchases, selection of safety materials used in maintenance operations, and employee training. Interacts with and selects private safety vendors and trainers for the Department.	2

**CONSULTANTS**

Consultants/New Positions	Refer to the Disclosure Category section (Appendix B) for consultants/new positions.	3
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**APPENDIX B  
DISCLOSURE CATEGORIES**

<u>CATEGORY</u>	<u>DESCRIPTION</u>
Category 1	<p>Investments and business positions in any business entity located in or doing business with the City.</p> <p>Income and gifts from sources located in or doing business with the City.</p> <p>Interests in real property located in the City, including property located within a two-mile radius of any property owned or used by the City.</p>
Category 2	<p>Investments and business positions in a firm or business entity that supplies goods or services to the City, receives goods or services from the City, that is a tenant of the City, that is an adverse party of the City in a legal proceeding, or that is granted authority by the City to use City facilities.</p> <p>Income and gifts from any person or business entity that supplies goods or services to the City, receives goods or services from the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or that is granted authority by the City to use City facilities.</p> <p>Interests in real property owned or used by any person or business entity that supplies goods or services to the City, receives goods or services from the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or that is granted authority by the City to use City facilities.</p>
Category 3	<p>Consultants/new positions shall be included in the list of designated employees for the Transportation Department and shall disclose pursuant to the broadest category in the code subject to the following limitation:</p> <p>The Department Director may determine in writing that a particular consultant/new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and, thus, is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s/new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.</p>